



**WE ARE
HIRING**

Call for Candidates Office Manager

Apply before 28 Feb 2025
Interviews to take place in the first half of March 2025

THE ROLE OF **PRE-ENNOH/ENNOH**

ENNOH will be the organisation for the cooperation of the EU Hydrogen Transmission Network Operators (HTNOs). ENNOH's primary mission is to promote the development and proper functioning of the internal H₂ market and support the cross-border trade of H₂, the optimal management, coordinated operation and sound technical evolution of the European H₂ transmission network.

ENNOH shall cooperate closely with ENTSO-e and ENTSG (and EU DSO Entity) to identify synergies that foster system integration across energy carriers and facilitate overall energy system efficiency.

The Regulation (EU) 2024/1789 imposes several tasks and deliverables on ENNOH for 2025/2026 and beyond, which require intense preparatory work several months ahead of the given deadline.

YOUR ROLE AND RESPONSIBILITIES AS OFFICE MANAGER

You will play a key role in managing the office's daily overall functioning and supporting the Pre-ENNOH/ENNOH Staff. In this role, you will oversee daily office operations, support the Director and the ENNOH Team, and act as the main administrative point of contact in Brussels, representing the organisation with members and stakeholders. Duties include general clerical and project-based work. This is a strategic position reporting directly to the ENNOH Director.

As Office Manager, you will be responsible for tasks and responsibilities allocated by the Director, including:

- Assisting the Director and ENNOH Advisors, in
 - o meeting preparations and event registrations
 - o travel arrangements, business expenses and credit card reconciliations
 - o updating the Transparency Register and requesting Parliament accreditation for ENNOH staff
- General administrative support of the office, including
 - o oversee daily operations, handle member enquiries, ensure effective communication with members and stakeholders
 - o follow/up and updating members register, and registrations of Member's representatives to the various groups of the association
 - o mail and e-mail administration
 - o oversee housekeeping, concierge services, building maintenance and basic IT-related issues.
 - o electronic filing system maintenance, including uploading documents on SharePoint
 - o updating Pre-ENNOH/ENNOH Calendar, managing newsletters, and maintaining contact databases
 - o day-to-day liaison with the selected service providers and suppliers
 - o assist with setting up the ENNOH office (furniture, refurbishment works, etc.)
 - o formatting documents, creating and updating lists, Powerpoint presentations
- Organisation of Internal and External Meeting Organisations, including
 - o updating meeting calendar in Outlook and SharePoint
 - o registering participants for meetings/workshops, booking meeting rooms, taking care of logistics, organising F&B, preparing list of attendees, etc.
 - o uploading and circulating documents to the meeting participants
- Accounting Management, including
 - o handling payment of invoices in coordination with the Director
 - o preparation and mailing of membership fees invoices, and follow-up
 - o liaising with banks and financial institutions to ensure a smooth financial operation of ENNOH
 - o monitor income and expenses, prepare financial statements, work with external accountants, and assist the Financial Committee when required
 - o assist with the preparation of External Audits when required
 - o maintain and update the organisation's website and databases.

CANDIDATE REQUIREMENTS

Candidates are expected to have:

- Excellent command of English and French; knowledge of Dutch is an asset;
- A minimum of 5 years in administration, preferably in an international environment, with a background in business, economics, finance, law, or accounting;
- Highly organised, detail-oriented, able to complete the work within set times, and capable of balancing conflicting priorities under pressure;
- Willingness to travel occasionally for meetings and events;
- Experience in working in EU/International associations, with knowledge in accounting systems, support in preparing budgets, and developing internal control systems;
- Creative, proactive, and with good interpersonal and communication skills; sensitivity to confidential matters
- Proficient with Outlook, Microsoft Word, Excel, SharePoint, PowerPoint
- Familiarity with the way the EU and its institutions work is an advantage.

APPLICATION PROCESS

Interested candidates are invited to submit their applications to careers@ennoh.eu no later than the 28th of February 2025, cob, including a CV and a motivation letter.

The interviews will take place in the first half of March (either in person in Brussels or via Teams). For any question in relation to this position, please contact Abel Enriquez - Director (director@ennoh.eu)

The Office Manager is expected to start work as soon as possible.

PLEASE NOTE

The personal data of the candidate will be used by Pre-ENNOH/ENNOH for recruitment purposes only (and in no case for commercial and/or marketing purposes) and will in no case be disclosed to any third party without the prior consent of the candidate. Such personal data may be kept by Pre-ENNOH/ENNOH for a duration of a maximum of 3 years for recruitment purposes only in case a new vacancy may be of some interest to the candidate.

When sending your application, please add the following written consent: *"I understand, and I agree that Pre-ENNOH/ENNOH is processing my personal data for recruitment purposes and I consent that my data is kept for future vacancies. By sending the CV, I accept/agree with the [Data Privacy Policy](#)."*

